



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, JUNE 6, 2023 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Glenn Ellerbe

Amber Franklin
Alex French
David Prytherch

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Proclamation- "Loving Day"
 - B. Proclamation- "Oxford Masonic Day"
 - C. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To

speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the May 16, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. Notice of Legislative Authority - TRFO to Himalaya Cafe LLC, 1st Floor 12 South Beech Street, Oxford, Ohio 45056
- C. Notice to Legislative Authority - New Zhen Kitchen Take Out LLC DBA- Tea Cha House Chuan 19 West High Street, Oxford, Ohio 45056
- D. A Resolution approving Then and Now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date, as a requirement of Ohio Revised Code 5705.41 (d). (Heidi Hill, Acting Finance Director)

6. Resolutions.

- A. A Resolution accepting the bid and authorizing the City Manager to enter into an agreement with WesTech Engineering, LLC, for the construction, operation, and maintenance of a water softening pilot plant per City standards and specifications at a cost of \$83,805.00 plus a contingency in the amount of \$8,380.50 for a total cost not to exceed \$92,185.50. (Michael Dreisbach, Service Director)
- B. A Resolution authorizing the City Manager to utilize the American Rescue Plan Act (ARPA) funds to contract with a consultant to update the development code and repeal and replace part 11 of the Oxford codified ordinances and create an incentive structure to encourage affordable housing, economic development, and sustainable development practices. (Jessica Greene, Assistant City Manager)
- C. A Resolution authorizing the City Manager or designee to apply for a grant from the Ohio Ambulance Transportation Program. (John Detherage, Fire Chief)

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance granting the request of the Ohio Association of Regular Baptist Churches to connect to and/or extend the City water and sanitary utilities to serve a proposed 92-unit hotel at 525 North Campus Avenue outside the Oxford Corporate Limits. (Michael Dreisbach, Service Director)
2. An Ordinance authorizing the tax budget for the year 2024 and directing that the same be transmitted to the Butler County Auditor. (Heidi Hill, Acting Finance Director)

B. Second Reading

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1. Date	Meeting	Location	Time
June 6	City Council	Courthouse	7:30 p.m.
June 12	Oxford Parking & Transportation Advisory Board	Municipal Building	9:30 a.m.
June 12	Recreation Board	Municipal Building	11:30 a.m.
June 13	Public Arts Commission	Municipal Building	4:30 p.m.
June 13	Planning Commission	Courthouse	7:00 p.m.
June 14	Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.

June 19 Housing Advisory Commission

LCNB 3:30 p.m.
Community
Room

June 20 City Council

Courthouse 7:30 p.m.

June 27 Board of Zoning Appeals

Courthouse 6:30 p.m.

9. Adjourn.



Office of the Mayor

Proclamation

Whereas:

Mildred and Richard Loving, an interracial couple from Virginia, were arrested in 1958 for violating Virginia's felony law prohibiting interracial marriage; and

WHEREAS, the Loving family bravely took their case to the United States Supreme Court and won, overturning their conviction in a landmark 1967 civil rights ruling known as *Loving v Virginia*; and

WHEREAS, this victory overturned all laws banning interracial marriage nationwide based on the Due Process and Equal Protection clauses of the 14th Amendment; and

WHEREAS, collectively, we should fight to preserve our hard-won civil rights and freedoms, including the right to marry people from other racial or ethnic groups, and never take them for granted; and

WHEREAS, the City of Oxford is home to a growing number of interracial and multiracial families; and

WHEREAS, an annual celebration known as Loving Day is held on June 12th in communities throughout the nation to commemorate and celebrate the anniversary of the 1967 *Loving v Virginia* victory.

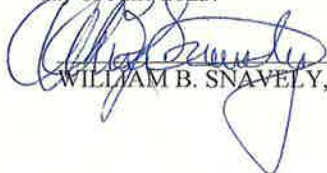
NOW, THEREFORE, be it proclaimed that the City Council does hereby proclaim June 12, 2023, as

"Loving Day"

In the City of Oxford, and invites everyone to recognize this day as a celebration of multiculturalism and to reflect on Richard and Mildred Loving and all of the brave people who have and will continue to fight for the civil right and freedom to love.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 6th day of June 2023.


WILLIAM B. SNAVELY, MAYOR

Office of the Mayor

Proclamation

Whereas:

Oxford Masonic Lodge #67, F. & A.M. was chartered on the 14th of January 1823, and will celebrate its 200th year of fellowship and service in 2023; and

Whereas: The Oxford Masonic Lodge holds a place of honor as one of the oldest continuously existing organizations in the City of Oxford; and

Whereas: For 200 years, the Brothers of Oxford Lodge #67 have contributed to and supported local charities and organizations, and schools with generous gifts of time and resources that have benefited the citizens of Oxford and the surrounding community; and

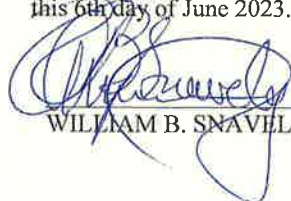
Whereas: The Oxford Masonic Lodge will hold its re-consecration ceremony on the 17th of June, 2023.

NOW, THEREFORE, I, William B. Snavelly, Mayor of the City of Oxford, Ohio, do hereby proclaim June 17, 2023, to be

'Oxford Masonic Day'

in recognition of the 200th anniversary of the founding of the Oxford Masonic Lodge #67 and in appreciation for the contributions of the Oxford Masonic Lodge to the community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 6th day of June 2023.


WILLIAM B. SNAVELLY, MAYOR





MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, MAY 16, 2023 AT 7:30 PM

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor William Snively on Tuesday, May 16, 2023, at 7:30 p.m. Members in attendance were Jason Bracken, Amber Franklin, Alex French, David Prytherch, Chantel Raghu, and Glenn Ellerbe.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Chris Conard, Law Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Ms. Heidi Hill, Acting Finance Director, and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Proclamation - "Police Week"

Chief Jones received the Proclamation and thanked the Mayor and Council.

B. Introduction - Ms. Nancy Nix, Butler County Auditor

Ms. Nancy Nix introduced herself and gave a brief update from the Butler County Auditor's office. Ms. Nix addressed questions from the Council.

C. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment -None

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

A. Minutes of the May 2, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Report regarding the May 3, 2023, Environmental Commission Meeting. (Michael Dreisbach, Service Director)

6. Resolutions.

- A. A Resolution authorizing the City Manager to apply for \$1,500,000.00 for a new Talawanda Oxford Pantry and Social Services (TOPSS) Facility from the Butler County American Rescue Plan Act (ARPA) Funds. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7499.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Ms. Greene mentioned that the budget projection was received on Monday, May 15, 2023, after the Agenda Packet was printed. A copy of the budget projection is included in the minutes. Ms. Greene addressed questions from the Council.

Public Comment - Ann Fuehrer, Dana Drive- Ms. Fuehrer spoke in favor of this Resolution. Ms. Fuehrer requested that the Council request the Butler County Commissioners add this as an agenda item, request a timely vote, and that the City Staff help present it to the Commissioners.

Public Comment -Kathie Brinkman, Emerald Woods Drive- Ms.Brinkman spoke in favor of this Resolution. Ms. Brinkman endorsed Ms. Fuehrer's comments, and making a strong show of support to the Commissioners is important.

- B. A Resolution accepting the bid and authorizing the City Manager to enter into a contract with Jackson Construction Co. Inc for the installation of new curb, gutter, and sidewalk in conjunction with the 2023 Special Assessment program at a cost of \$195,134.50 with a contingency amount of \$4,856.50 for a total cost not to exceed \$200,000.00 (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7500
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Mr. Dreisbach addressed questions from the Council.

Public Comment - None.

- C. A Resolution authorizing the City Manager to enter into a \$250,000.00 grant agreement with the Ohio Department of Public Safety to engage in and coordinate as lead agency for the countywide OVI task force. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7501
(Voice Vote) 1st Ms. Raghu 2nd Mr. Franklin
AYE # 7
NAY # 0
ABS # 0

Chief Jones addressed questions from the Council.

Public Comment -None.

- D. A Resolution authorizing the City Manager to enter into an agreement with Peter M. Reising to perform consulting services and to function as the Butler County OVI Task Force Coordinator for the 2024 grant funded through the Ohio Department of Public Safety. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7502
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Chief Jones addressed questions from the Council.

Public Comment -None.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

- A. First Reading

None.

- B. Second Reading

1. An Ordinance amending Ordinance No. 3697 Supplemental Budget Ordinance Number 3 to make supplemental appropriations for fiscal year 2023. (Heidi Hill, Acting Finance Director)

Motion – To Adopt Ordinance No. 3726
(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, and Mayor Snavelly

NAY # 0

ABS #0

Ms. Hill addressed questions from the Council.

Public Comment - None.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1. Date	Meeting	Location	Time
May 16	City Council	Courthouse	7:30 p.m.
May 18	Climate Action Steering Committee	Municipal Building	8:30 a.m.
May 18	Police Community Relations & Review Commission	Courthouse	7:00 p.m.
May 23	CANCELED- Board of Zoning Appeals	Courthouse	6:30 p.m.
June 6	City Council	Courthouse	7:30 p.m.

June 12 Oxford Parking & Transportation Advisory Board	Municipal Building	9:30 a.m
June 14 Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
June 19 Housing Advisory Commission	LCNB Community Room	3:30 p.m.
June 20 City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:18 pm.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0



Talawanda Oxford Pantry & Social Services

5445 College Corner Pike, Oxford, Ohio 45056

Phone No: 513-523-3851

www.topss.org

TO: The City of Oxford City Council & Butler County Board of Commissioners

FROM: TOPSS/FRC Finance Committee

DATE: May 12, 2023

SUBJECT: Financial Projections

In response to a request from the Butler County Board of Commissioners, Talawanda Oxford Pantry & Social Services (TOPSS) and the Family Resource Center (FRC) have prepared a joint five-year budget projection, year one being the first year in our new facility. Both TOPSS and FRC Boards have voted and started the process of merging into one agency. TOPSS and FRC are currently two organizations operating separately and maintaining three different buildings. Combining resources, staff, and facilities will make us efficient and sustainable. We expect to be fully merged and in our new facility by 2026. We will rent the three buildings we currently use to provide income which you can see in our projections.

Our predecessors did not prioritize fundraising or annual appeals because Oxford is a generous community, and both organizations have been well taken care of for years without any effort. Going forward, we have formed a joint committee with members committed to fundraising, and we expect to raise even more funds in the next several years.

Please contact Sherry Martin at director@topss.org if you need any further information.

Income	Inflation Index	2027	2028	2029	2030	2031
Donations	5.00%	\$ 235,000.00	\$ 246,750.00	\$ 259,087.50	\$ 272,041.88	\$ 285,643.97
Grants	5.00%	\$ 50,000.00	\$ 52,500.00	\$ 55,125.00	\$ 57,881.25	\$ 60,775.31
City Support	0.00%	\$ 57,000.00	\$ 57,000.00	\$ 57,000.00	\$ 57,000.00	\$ 57,000.00
Rent	8.10%	\$ 36,000.00	\$ 38,916.00	\$ 42,068.20	\$ 45,475.72	\$ 49,159.25
Miscellaneous	5.00%	\$ 15,000.00	\$ 15,750.00	\$ 16,537.50	\$ 17,364.38	\$ 18,232.59
Total		\$ 393,000.00	\$ 410,916.00	\$ 429,818.20	\$ 449,763.22	\$ 470,811.13

Expenses	Inflation Index	2027	2028	2029	2030	2031
Payroll	2.50%	\$ 200,000.00	\$ 205,000.00	\$ 210,125.00	\$ 215,378.13	\$ 220,762.58
Food Cost	7.70%	\$ 75,000.00	\$ 80,775.00	\$ 86,994.68	\$ 93,693.26	\$ 100,907.65
Programatic Cost	2.50%	\$ 75,000.00	\$ 76,875.00	\$ 78,796.88	\$ 80,766.80	\$ 82,785.97
Shelter Cost	5.00%	\$ 8,000.00	\$ 8,400.00	\$ 8,820.00	\$ 9,261.00	\$ 9,724.05
Utilities	4.65%	\$ 12,000.00	\$ 12,558.00	\$ 13,141.95	\$ 13,753.05	\$ 14,392.56
Supplies	4.90%	\$ 5,000.00	\$ 5,245.00	\$ 5,502.01	\$ 5,771.60	\$ 6,054.41
Professional Fees	5.00%	\$ 6,000.00	\$ 6,300.00	\$ 6,615.00	\$ 6,945.75	\$ 7,293.04
Miscellaneous	4.90%	\$ 5,000.00	\$ 5,245.00	\$ 5,502.01	\$ 5,771.60	\$ 6,054.41
Total		\$ 386,000.00	\$ 400,398.00	\$ 415,497.51	\$ 431,341.19	\$ 447,974.67

Net	\$7,000.00	\$10,518.00	\$14,320.69	\$18,422.03	\$22,836.46
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The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	5/19/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	Notice of Legislative Authority - TRFO to Himalaya Cafe LLC, 1st Floor 12 South Beech Street, Oxford, Ohio 45056
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Transfer of D2, D2X, D3, D3A, and D6 permits from Stella 12 Beech LLC DBA Stella 12 Beech 1st FL 12 S Beech St. Oxford, Ohio 45056 to Himalaya Cafe LLC 1st FL 12 S Beech St. Oxford, Ohio 45056.

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

3859835		TRFO	HIMALAYA CAFE LLC
PERMIT NUMBER		TYPE	
06	01	2016	1ST FL
ISSUE DATE		12 S BEECH	
04	27	2023	OXFORD OH 45056
FILING DATE			
D2 D2X D3 D3A D6			
PERMIT CLASSES			
09	088	A	F29550
TAX DISTRICT			RECEIPT NO.

FROM 05/11/2023 SAFEKEEPING

8538456			STELLA 12 BEECH LLC
PERMIT NUMBER		TYPE	
06	01	2016	DBA STELLA 12 BEECH
ISSUE DATE		1ST FL	
04	27	2023	12 S BEECH
FILING DATE		OXFORD OH 45056	
D2 D2X D3 D3A D6			
PERMIT CLASSES			
09	088		
TAX DISTRICT			RECEIPT NO.



MAILED 05/11/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 06/12/2023

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES

A TRFO 3859835

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

**CLERK OF OXFORD CITY COUNCIL
15 SOUTH COLLEGE AVE
OXFORD OHIO 45056**



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	5/19/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	Notice to Legislative Authority - New Zhen Kitchen Take Out LLC DBA- Tea Cha House Chuan 19 West High Street, Oxford, Ohio 45056
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

New D1 permit for Zhen Kitchen Take Out LLC DBA Tea Cha House Chuan 19 W High St. Oxford, Ohio 45056.

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

9927042		NEW		ZHEN KITCHEN TAKE OUT LLC DBA TEA CHA HOUSE CHUAN 19 W HIGH ST OXFORD OH 45056
PERMIT NUMBER		TYPE		
ISSUE DATE				
05 09 2023				
FILING DATE				
D1		PERMIT CLASSES		
09	088	A	D79759	
TAX DISTRICT		RECEIPT NO.		

FROM 05/11/2023

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	



MAILED 05/11/2023

RESPONSES MUST BE POSTMARKED NO LATER THAN. 06/12/2023

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 9927042**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF OXFORD CITY COUNCIL
15 SOUTH COLLEGE AVE
OXFORD OHIO 45056



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Hill
DATE PREPARED:	5/31/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	A Resolution approving Then and Now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date, as a requirement of Ohio Revised Code 5705.41 (d). (Heidi Hill, Acting Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Staff is requesting Council to approve the then and now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date. After discussing the issue with the Auditors, they requested we begin bringing any purchase orders meeting this criteria, to Council for approval for compliance with the O.R.C. 5705.41 (d).

RESOLUTION NO.

A RESOLUTION APPROVING THEN AND NOW CERTIFICATES FOR PURCHASE ORDERS ISSUED ABOVE \$3,000 WHERE AN INVOICE WAS RECEIVED PRIOR TO THE PURCHASE ORDER DATE, AS A REQUIREMENT OF OHIO REVISED CODE 5705.41 (d).

WHEREAS, Council in accordance with Ohio Revised Code, shall approve any purchases made over \$3,000 where an invoice is dated prior to the purchase order date; and

WHEREAS, at the time the merchandise was purchased and at the time the purchase order was executed to cover the purchase, a sufficient sum was appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances; and

WHEREAS, there is a sufficient sum appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances.

WHEREAS, the City Manager and the Finance Director recommend Council approve authorizing such certificates, as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director approving Then and Now Certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)

Appendix A

P.O. Number	P.O. Date	Vendor	Amount	Purpose
4204	5/12/2023	Passport Labs, Inc.	\$ 5,000.00	LPR Platform Annual fee
4212	5/23/2023	Millikin & Fitton Law Firm	\$ 10,000.00	Legal Services for Civil Citation Hearings



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	5/30/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	A Resolution accepting the bid and authorizing the City Manager to enter into an agreement with WesTech Engineering, LLC, for the construction, operation, and maintenance of a water softening pilot plant per City standards and specifications at a cost of \$83,805.00 plus a contingency in the amount of \$8,380.50 for a total cost not to exceed \$92,185.50. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$2,370,000
ACCOUNT CODE:	322.810.67122
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 5/30/23

DISCUSSION:

The 2023 Capital Improvement Budget includes \$2,370,000 for the design and engineering of Water Treatment Plant improvements including the removal of mineral hardness from raw water supplies. The City has retained the services of Strand Associates Engineering Group (Strand) to guide the City through the design, testing, permitting, and implementation processes for the Plant improvements.

A requirement from the Ohio EPA for the project is pilot testing of our proposed methodology for mineral hardness removal from the City's raw water resources. The testing will evaluate the effectiveness of the reverse osmosis membrane cartridges selected for the project, as well as extensive water quality sampling and analysis for the processes. Data collected from the pilot testing will be used for the ultimate design of the softening plant infrastructure to be constructed at the Water Treatment Plant.

Strand and the City developed specifications for the Pilot Testing and advertised a Request for Proposals for the project. Two companies responded to the RFP which were opened and read aloud on May 26, 2023 with the following results:

WesTech: Base Bid: \$72,910.00; Supplemental: \$10,895.00

Harn R/O Systems: Base Bid: \$110,342.14; Supplemental: \$14,439.38

The base bid includes all items associated with the construction, operation, sampling and analysis of the pilot plant required by the Ohio EPA for the design of a full scale softening plant for the City's water utility. The Supplemental bid item reflects the cost of membrane cartridge replacements should they become necessary. Staff has investigated past performance by WesTech, LLC and found only positive results from their prior clients.



The City Staff recommend the City Council authorize the City Manager to enter into an Agreement with **WesTech Engineering, LLC** for the construction, operation, and maintenance of a water softening pilot plant per City standards and specifications at a cost of \$83,805.00. Staff is also requesting a 10% contingency in the amount of \$8,380.50, therefore the total contract shall not exceed **\$92,185.50**.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH WESTECH ENGINEERING, LLC FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A WATER SOFTENING PILOT PLANT PER CITY STANDARDS AND SPECIFICATIONS AT A COST OF \$83,805.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$8,380.50 FOR A TOTAL COST NOT TO EXCEED \$92,185.50.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on May 12 and May 19, 2023. Sealed proposals were opened and read aloud on May 26, 2023, with two firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with WesTech Engineering, LLC, for the construction, operation, and maintenance of a water softening pilot plant per City standards and specifications at a cost of \$83,805.00 plus a contingency in the amount of \$8,380.50 for a total cost not to exceed \$92,185.50.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council finds WesTech Engineering, LLC, to be the lowest and best bidder and accepts the bid of \$92,185.50 for the construction, operation, and maintenance of a water softening pilot plant per City standards and specifications.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with WesTech Engineering, LLC, at a cost of \$83,805.00 plus a contingency in the amount of \$8,380.50 for a total cost not to exceed \$92,185.50 for the construction, operation, and maintenance of a water softening pilot plant per City standards and specifications.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/30/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	A Resolution authorizing the City Manager to utilize the American Rescue Plan Act (ARPA) funds to contract with a consultant to update the development code and repeal and replace part 11 of the Oxford codified ordinances and create an incentive structure to encourage affordable housing, economic development, and sustainable development practices. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Through the American Rescue Plan Act (ARPA) of 2021, the City of Oxford received a total of \$2,420,796.00 in Federal funding. Through several work sessions, City Council has directed staff to use these funds to assist with our economic recovery from the coronavirus pandemic and promote affordable housing.

In our research into promoting economic development and affordable housing, a consistent theme is the need to update our development codes and create an incentive structure. An allowable use of ARPA funds is the comprehensive review of existing zoning codes to identify areas that require updates and modifications.

We intend to release a Request for Proposals for a consultant to develop code language to repeal and replace part 11 of the City Codified Ordinances. This includes repealing and replacing the Planning and Zoning Code, Subdivision Regulations, and the Oxford Zoning Code. It is our goal to have a Unified

Development Code. This RFP will also request a survey of contributing historic properties and cultural assets and an update to our historic district design guidelines.

The RFP will also seek assistance in developing incentive programs to encourage affordable housing, economic development, and sustainable development practices. We also intend to include a feasibility analysis for building code updates in the RFP that will help us achieve carbon neutrality by 2045.

These updates will allow the City to take the next steps toward the goals outlined in the comprehensive plan in the areas of Housing Opportunities For Everyone and A Thriving and Resilient Year Round Economy.

The Community Improvement Corporation and Housing Advisory Commission have both endorsed using ARPA funds to hire a consultant to expedite the timeframe for these necessary code updates. The Community Development Department and Economic Development Department will work together to guide the consultant in this work. Sam Perry will be the lead point of contact.

This foundational step will lead to positive change in our community. It is expected that this contract will cost over \$50,000 and will take significant Community Development and Economic Development staff time through the end of 2024.

After the RFP is released and proposals scored, we will return to City Council with an exact dollar amount of ARPA funds to be utilized and seek permission to enter into a contract with the selected vendor. We aim to have one vendor lead this project and provide centralized project management, but if necessary, we are open to contracts with multiple providers to achieve this update.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO UTILIZE THE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO CONTRACT WITH A CONSULTANT TO UPDATE THE DEVELOPMENT CODE AND REPEAL AND REPLACE PART 11 OF THE OXFORD CODIFIED ORDINANCES AND CREATE AN INCENTIVE STRUCTURE TO ENCOURAGE AFFORDABLE HOUSING, ECONOMIC DEVELOPMENT, AND SUSTAINABLE DEVELOPMENT PRACTICES.

WHEREAS, the City of Oxford was awarded \$2,420,796.00 in ARPA funding and, as of May 30, 2023, has invested \$1,464,167.98 toward our pandemic recovery and

WHEREAS, ARPA funding can be allocated towards comprehensive reviews of existing zoning codes to identify areas that require updates and modifications; and

WHEREAS, zoning code updates align with the goals of the American Rescue Plan to promote job creation, equity, and sustainable development, thereby maximizing the positive impact of the funding in our community; and

WHEREAS, zoning code updates can promote affordable housing by encouraging the construction of accessory dwelling units, implementing inclusionary zoning policies, and allow for higher-density developments.

WHEREAS, updating zoning codes can support the creation of mixed-use developments, which can enhance community vibrancy and economic vitality; and

WHEREAS, zoning code updates can promote environmentally-friendly practices and mitigate the impacts of climate change; and

WHEREAS, zoning code updates are crucial for creating resilient, sustainable, and equitable communities; and

WHEREAS, the City Manager and Assistant City Manager recommended that the City Manager utilize ARPA funds to contract with a consultant to update the development code and create an incentives structure to help achieve the comprehensive plan goals.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to contract with a consultant to update the development code and create an incentive structure to help achieve the comprehensive plan goals.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Fire Division
PREPARED BY:	John Detherage
DATE PREPARED:	5/31/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	A Resolution authorizing the City Manager or designee to apply for a grant from the Ohio Ambulance Transportation Program. (John Detherage, Fire Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The State of Ohio has made funding available to provide premium pay to “ambulance transportation workers” who provided “essential work” during the COVID-19 pandemic. The program has assigned the amount of \$20,000.00 to the City of Oxford Division of Fire and EMS, which will be awarded after the grant application is submitted and approved. These funds would be dispersed to the employees that worked during the pandemic and continue to serve the City.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER OR DESIGNEE TO APPLY FOR A GRANT FROM THE OHIO AMBULANCE TRANSPORTATION PROGRAM.

WHEREAS, the American Rescue Plan Act (ARPA) aims to provide emergency relief and economic stimulus to communities affected by the COVID-19 pandemic; and

WHEREAS, the State of Ohio has available ARPA funding; and

WHEREAS, the State has created the State of Ohio Ambulance Transportation Program for premium pay for eligible workers; and

WHEREAS, the Ohio Office of Budget and Management (OBM) has opened the application portal for eligible public, not-for-profit, or private ground ambulance transport providers to apply for funding provided by the 134th General Assembly in H.B. 45, section 280.10; and

WHEREAS, the City Manager and the Fire Chief recommend that the City Manager or designee be authorized to apply for a grant from the Ohio Transportation Program.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Fire Chief and further authorizes the City Manager or designee to apply for a grant from the Ohio Transportation Program.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



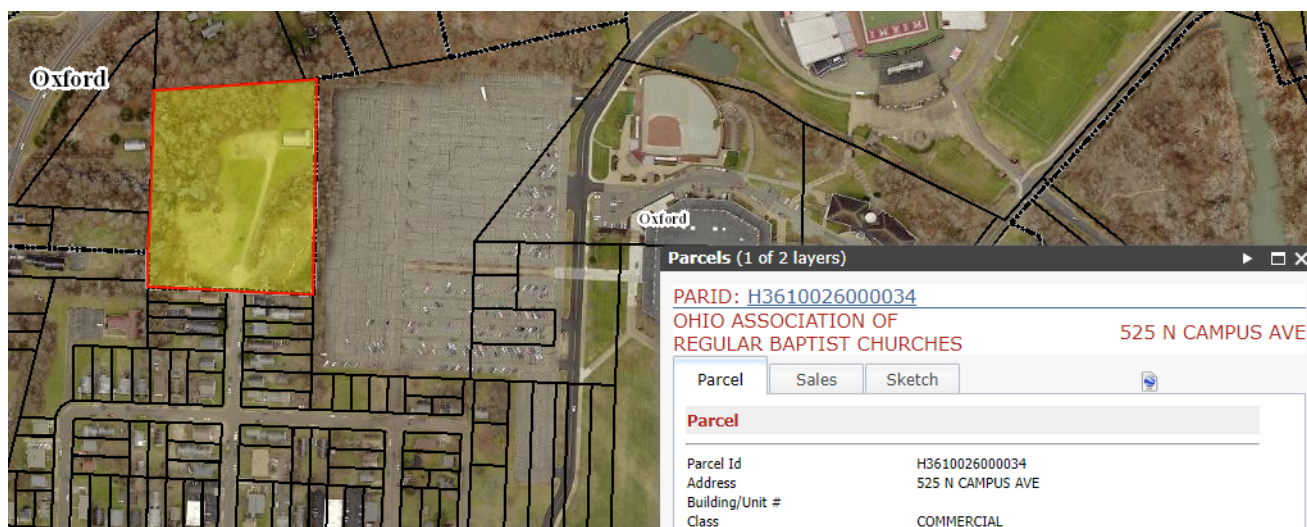
The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	5/30/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	An Ordinance granting the request of the Ohio Association of Regular Baptist Churches to connect to and/or extend the City water and sanitary utilities to serve a proposed 92-unit hotel at 525 North Campus Avenue outside the Oxford Corporate Limits. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	Not Applicable
ACCOUNT CODE:	Not applicable
RECOMMENDATION:	Approval with the condition of annexation into the City
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 5/30/23

DISCUSSION:

Staff received a request from **Ohio Association of Regular Baptist Churches** to connect to and/or extend the City water and sanitary utilities to serve a proposed 92 unit hotel at **525 North Campus Avenue**. This property is outside the corporate limits of the City, but does abut City boundaries. The request for service includes both water and wastewater utilities with a domestic demand of ~ 14,000 gallons per day and a 6" main extension to provide fire service to the property. The City's water and wastewater utilities serve this area, and the proposed demand will not have a noticeable effect on the City's utilities for reliability, acceptable flow, pressure and volume provided the owner constructs the improvements meeting City standards and specifications including looping the water system between N. Campus Ave. and SR732 (Morning Sun Rd).



The City Council, in 1980, approved utilities for this address, but the approval did not include the estimated loadings on the utilities for the proposed use as a hotel. In reviewing the request, Oxford Codified Ordinance 921.39(b) applies to this proposed use as follows:

921.39 EXTENSION OF WATER LINE OUTSIDE CITY LIMITS AND SALE OF WATER FOR USE OUTSIDE CITY LIMITS.

(a) Any extension of water lines outside the City limits subsequent to the effective date hereof, as well as the sale of water outside the City limits for any new or additional use, service, or purpose, not authorized prior to the effective date of this section, is reserved to the exclusive control and jurisdiction of City Council.

(b) Council shall refer any request for water line extension outside the City limits or new or additional sale of water outside the City limits as set forth in subsection (a) hereof to the Planning Commission for its recommendation, and the Planning Commission shall have a minimum of ninety days in which to consider the matter; however, the granting of individual requests for additional sale of water outside of the City limits, where such sale would require an additional water tap into an existing line, is reserved to the exclusive control and jurisdiction of Council. Such requests do not require submission to the Planning Commission for report or recommendation.

In reviewing the request, staff considered the following issues: 1) Extension Policy; 2) Location; 3) Owner's Obligation.

Extension Policy – Any extension of utility lines or service outside the City limits is reserved to the exclusive control and jurisdiction of City Council. City Council may also require the request for utility extension outside the City limits be referred to the Planning Commission for its recommendation to City Council. The Planning Commission has 90 days in which to consider the matter. The City may also grant such a request provided the City has a supply of surplus capacity sufficient to grant the request and that such a request be beneficial and in the interest of the City. City Council amended the policy for extension of water service outside the corporate limits in December 2013. This policy permitted the extension of water and sewer with a condition of the owner agreeing to annexation into the City.

Location – Connections to the City's utilities shall be conditional upon final approval by the Service Department assuring that all technical aspects of the services meet City standards and specifications.

Owner's Obligation – The owner must pay for the total cost of any required utility extensions, all necessary water and sanitary taps, water and wastewater capacity benefit charges, and any surcharges for

the use of the City utilities outside the corporate limits. The owner must also meet City of Oxford standards for utility construction and sign an Annexation Agreement with the City. Permits from Butler County and the Ohio Environmental Protection Agency may also be required.

A memo from Sam Perry, Community Development Director, has been included with this report noting relative pros and cons of the proposed project from his Department's perspective.

ORDINANCE NO.

AN ORDINANCE GRANTING THE REQUEST OF THE OHIO ASSOCIATION OF REGULAR BAPTIST CHURCHES TO CONNECT TO AND/OR EXTEND THE CITY WATER AND SANITARY UTILITIES TO SERVE A PROPOSED 92-UNIT HOTEL AT 525 NORTH CAMPUS AVENUE OUTSIDE THE OXFORD CORPORATE LIMITS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD,
BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: the request for service includes both water and wastewater utilities with a domestic demand of ~ 14,000 gallons per day and a 6' main extension to provide fire service to the property 525 North Campus Avenue, more particularly described in Exhibit "A" attached hereto.

SECTION 2: Council has determined that the City has surplus water and that the grant of this request will not be detrimental to the City's water supply or its residents. Further the granting of such request will be beneficial to the City and is in the best interest of the City.

SECTION 3: The applicant shall pay for the total cost of the connections, all necessary water taps, water capacity benefit charges, and any surcharges for the use of the City utilities outside the corporate limits. The owner shall also meet the Oxford standards for utility construction.

SECTION 4: The costs associated with any necessary permits and the acquisition of any easements shall be the sole responsibility of the applicant.

SECTION 5: No additional water taps into this water line shall be allowed without prior approval of Council.

SECTION 6: This grant is further conditioned upon the applicant, the Ohio Association of Regular Baptist Churches, signing a water service agreement requiring the owners, successors, and assigns to annex the property into the City of Oxford at the City's sole request.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW(STAFF)

May 26, 2023

Michael B. Dreisbach Director of Public Services

15 S. College Ave.
Oxford, OH 45056

Mr. David Kisner, POA
Ohio Association of Regular Baptist Churches
5650 Far Hills Avenue
Dayton, OH 45429

RE: Written Service Request – WATER AND SEWER SERVICE

Dear Mr. Dreisbach,

As you are aware, the Ohio Association of Regular Baptist Churches is under contract with MWA Masterbuilders, LLC to purchase the property at 525 N. Campus Ave. in Oxford. We have applied for and received a zoning change on this property. MWA Masterbuilders, LLC is establishing the entity owner (OXFORD HOTEL GROUP LLC) of the proposed FAIRFIELD HOTEL BY MARRIOTT (North Campus Hotel) on a parcel at the northern terminus of Campus Avenue (as shown in the attached Site Development Plan), and we are hereby requesting permission for connection to the Water and Sewer lines at said terminus of Campus Ave.

We understand that the subject parcel is located outside Oxford corporation limits and must follow the requirements of City of Oxford Codified Ordinance 921.39, Extension of Water Line Outside City Limits and Sale of Water for Use Outside City Limits, and also 923.39 Property Located Outside City for sanitary sewer. We intend to enter into an annexation agreement for the purpose of plotting out the course for annexation.

However, interestingly, the mains for water and sewer do not require extensions, per se. They are already to our property line and only require connection service.

MWA Masterbuilders, LLC has provided the following information:

Expected demand loads are as follows for our 92 room hotel, no restaurant or bar, no swimming pool:

1. Domestic Water (180 gpi x 92) __13,800 gpd max__at 100% occupancy__
2. Sanitary Sewer __same__
3. Fire service __6" dia water line 35 psi min.__

Thank you for your assistance in this matter.

Respectfully,

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David Kisner, POA
Ohio Association of Regular Baptist Churches



MEMORANDUM
Community Development Department
513-524-5204

TO: Planning Commission

FROM: Sam Perry, AICP
Director

DATE: May 5, 2023

MEETING DATE: May 9, 2023

RE: **Annexation, Future Land Use and Zoning**
6.73 Acres total land area in 3 parcels:

525 North Campus Avenue – H3610026000034
5192 Morning Sun Road – H3610025000004
Morning Sun Road – H3510025000006

Introduction

Staff are initiating a discussion with Planning Commission to advise City Council on the matter of annexation, land use and zoning for a potential upcoming annexation petition of 6.73 Acres of land on the north side of the Oxford corporate limits. Once an Expedited Type II Annexation Petition is filed and the City is notified, the City must file statement of services to be provided within 20 days and may file legislation consenting or objecting to the petition within 25 days. (No petition has been filed). Since the City will require annexation in order to provide water and sanitary sewer services, the City Manager and I believe it is time to have a Planning Commission discussion.

Background

Butler County staff have been keeping City staff apprised of a potential hotel development that is being processed under Oxford Township Zoning, by Butler County staff. Staff have attended hearings and provided comments. The property has been rezoned to County B-3 and is now undergoing a Conditional Use review, scheduled for May 16 with the Butler County Board of Zoning Appeals. Through this process, the hotel developer, by its consultant, Architect Stephen Alexander, have learned that the only public water and sanitary sewer utilities available to the site are owned by the City of Oxford. The City of Oxford policy requires either annexation or an

annexation agreement in order connect to City of Oxford utilities. This utility policy has now re-directed the hotel developer to become interested in annexation.

Annexation

The recently adopted Oxford Tomorrow Comprehensive Plan recommends that careful attention is given to development proposals. **Goal E5-A1** states: “Consider the tax benefits and other residual economic benefits when reviewing development proposals”. It goes further to state that “Oxford should connect land use and fiscal policy for a sustainable and resilient future.” **Goal L4-A2** states: “Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals.” It goes further to link the adequacy (or lack thereof) of public facilities to the merits of a particular annexation request. While a new policy has not been formulated, the intent is clear. A consideration of impact on public services should be considered when land is added to the City.

Based on the above goals in the plan, the Planning Commission should only consider an annexation in parallel with a land use discussion, not separate from a land use discussion. This is due to the fact that different land uses in different locations have different fiscal impacts on the community’s ability to provide services at a specific location at a sustained cost.

For the subject case, which has yet to be officially received, the request would be non-residential in nature, which would increase tax base, improving the fiscal health of the community. Residential annexation typically is a decrease in fiscal health because residential growth requires more public services than it provides funding for. Non-residential growth improves fiscal health because it creates opportunity for job creation. Non-utility Oxford public services (Fire, Police, Recreation, Zoning, Administration) are funded by general fund revenue from income taxes. A complete utility analysis has not been done, but there are water and sewer services abutting the site. These services are funded by user fees. It is unknown at this time, if additional capacity or extensions of utility mains would be required at all, and if so, if those would be at public cost, or developer cost.

Isn’t Oxford already big enough? Do we even want to grow? Why does the hotel have to go here? What happens if we do not permit the annexation? What will happen to the natural environment? These are all questions that the Planning Commission should be asking.

Land Use

The newly adopted Future Land Use Map (FLUM) intentionally did not recommend changes to most of the lands outside the corporate limits. The reason was that the plan recommended that a joint land use policy be formulated with surrounding jurisdictions (**Goal L4-A1**). This is why the FLUM lists the property as “Rural”. It does not mean that it is intended to stay that designation until the next major plan update. The plan can be revised at any time and should be revised to adapt to changing community needs. However, in this case, the plan was silent on the matter for this property. This means that the Commission can and should recommend a land use designation. It may or may not desire formal joint land use policy plan with surrounding jurisdictions, depending on the timing needs of the community and the property owner.

The abutting land use designations are “Campus” to the east and “Urban Mile Square Neighborhood” to the south. If the Commission was inclined to recommend a land use designation specific for a hotel use, it could recommend Employment Corridor. However, in this context, Employment Corridor would allow a Zoning Designation such as General Business, which is not consistent with the abutting land uses. Neighborhood Business would be a closer fit for a Zoning Designation but would not allow the type of square footage desired by the developer. In this case, staff does not see that Employment Corridor would be a best fit, nor in alignment with the recently adopted plan. Urban Mile Square Neighborhood would be the closest fit, but would not allow a Zoning district that would support a hotel. The best and safest fit for the Commission could potentially be “Campus.” The campus designation aligns best with larger institutional buildings, large open spaces and strong planning principles such as pedestrian and other types of connectivity. There has been recent interest from Miami University to have a hotel near this area in order to create a destination experience for visitors to the stadium complex. A “Campus” designation could potentially be paired with a Planned Development overlay, in an annexation agreement. A Planned Development overlay could further refine the expectations of the City in lieu of Zoning Code Modernization (**Goal L1-A3**).

If the City decides that non-residential land use is inappropriate for this location, it may be best to deny the annexation request. However, there could be some risk that the development could possibly happen under County development processes, which would leave very little involvement from the City and surrounding neighbors. This would only happen if the developer were able to develop private water and sewer or if connection to City utilities were somehow forced by legal or governmental action.

Zoning

The property is currently zoned B3 in Oxford Township. If the City agrees to annex the land without setting the City Zoning District, by Ohio Revised Code, the land will default to Oxford Township zoning. This would not be advisable because the guidance for expected development design would not be by Oxford Code. It is very important that City Council set the zoning at the time of annexation so that it does not default to Township zoning.

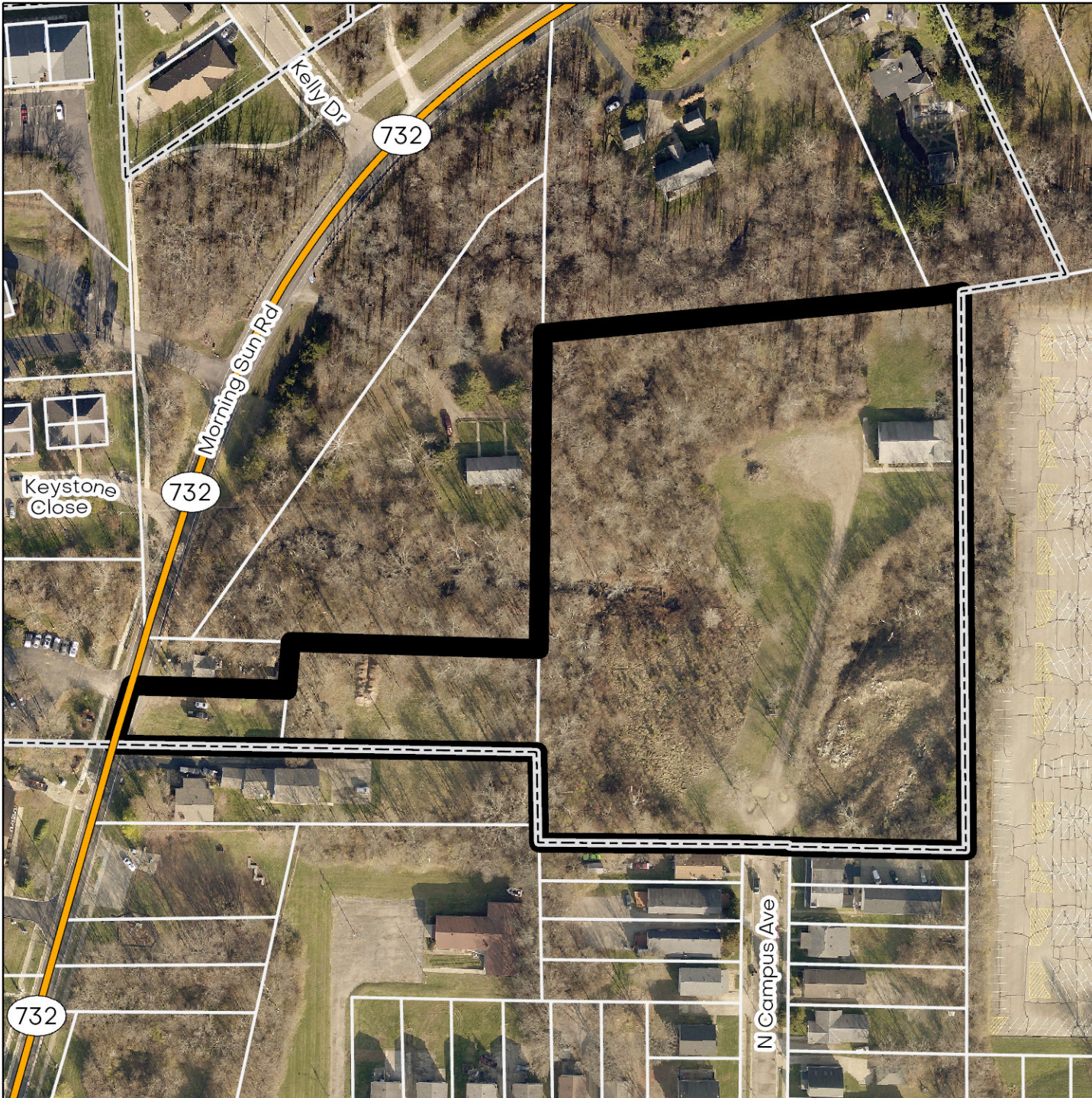
Site Design

Often with annexation requests when there is a site plan proposed, it becomes confusing to separate the processes. The site design comes much later in the process, after annexation and zoning. Although there is a desired site design prepared by Mr. Alexander, the design will likely change if and when the property becomes annexed by the City of Oxford. The site design is showing a driveway connection only to Morning Sun Road, which has not yet been approved by Ohio Department of Transportation (ODOT). It is possible that ODOT may not permit this connection because North Campus Avenue is an abutting local street. There are many other factors to consider that could be advantageous to the City and the surrounding neighbors if the property were annexed into the City, versus being developed in the township:

- Roadway and sidewalk connectivity

- Green space preservation
- Architectural design elements
- Lighting controls
- Fire protection codes for site design
- Police Division commentary
- City Engineer commentary – traffic, utilities, streets
- Building setbacks, noise mitigation and screening

Staff recommends annexation to City Council, along with a discussion of the merits of the various FLUM designations that are outlined in the Oxford Tomorrow Plan. This may be an opportunity to capture a small economic development improvement for the community and the university, while also potentially improving upon a site design that otherwise would have had little influence by the City of Oxford.



525 N Campus Ave Property Exhibit

Aerial Imagery

-  Subject Site
-  Parcels (Butler Co Auditor)
-  US/State Highways
-  Oxford Corporate Limits

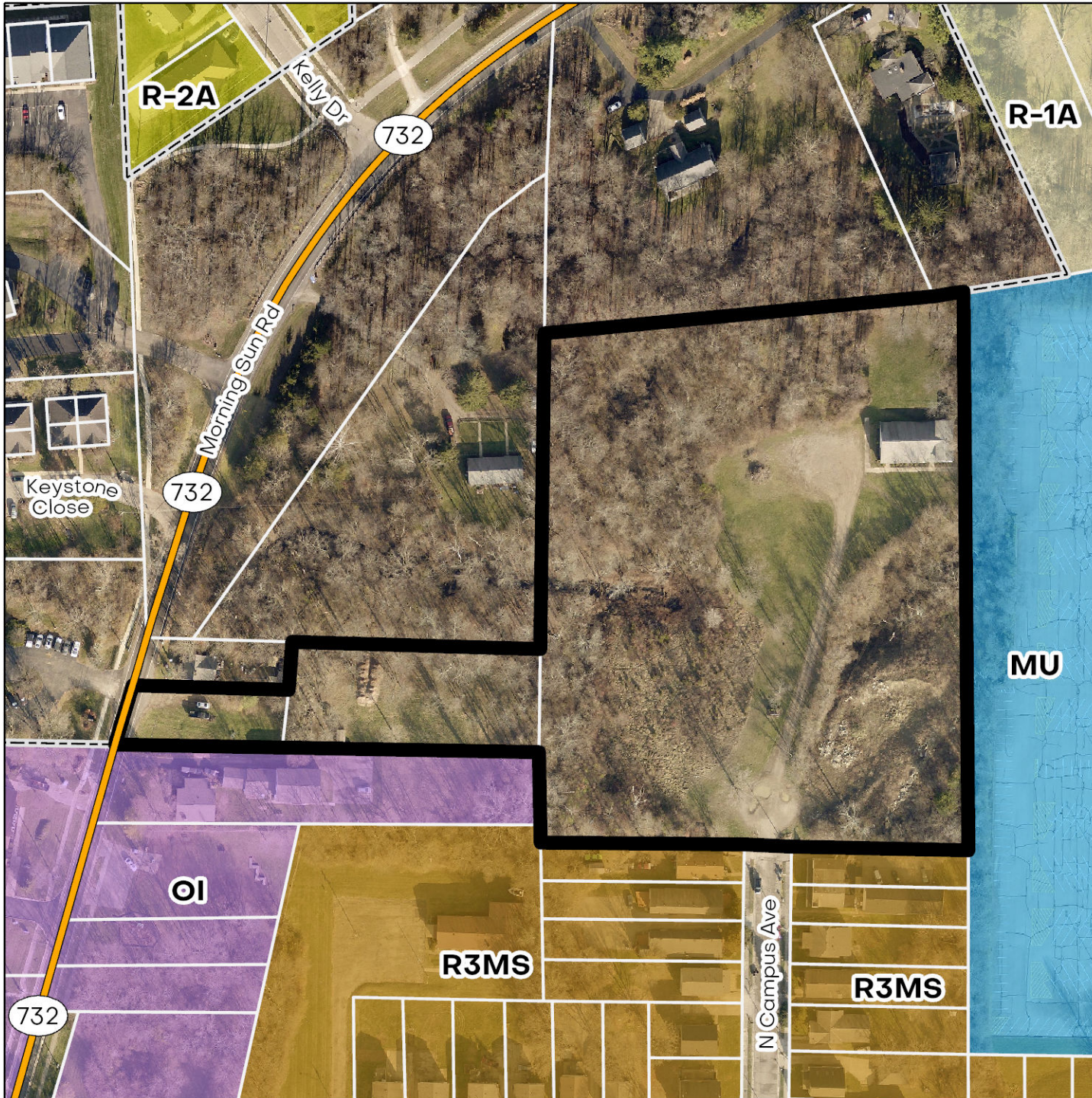
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 Feet

Date: 5/4/2023



The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats, or a professional survey.



525 N Campus Ave Property Exhibit

City Zoning Districts

-  Subject Site
-  Parcels (Butler Co Auditor)
-  US/State Highways
-  Oxford Corporate Limits

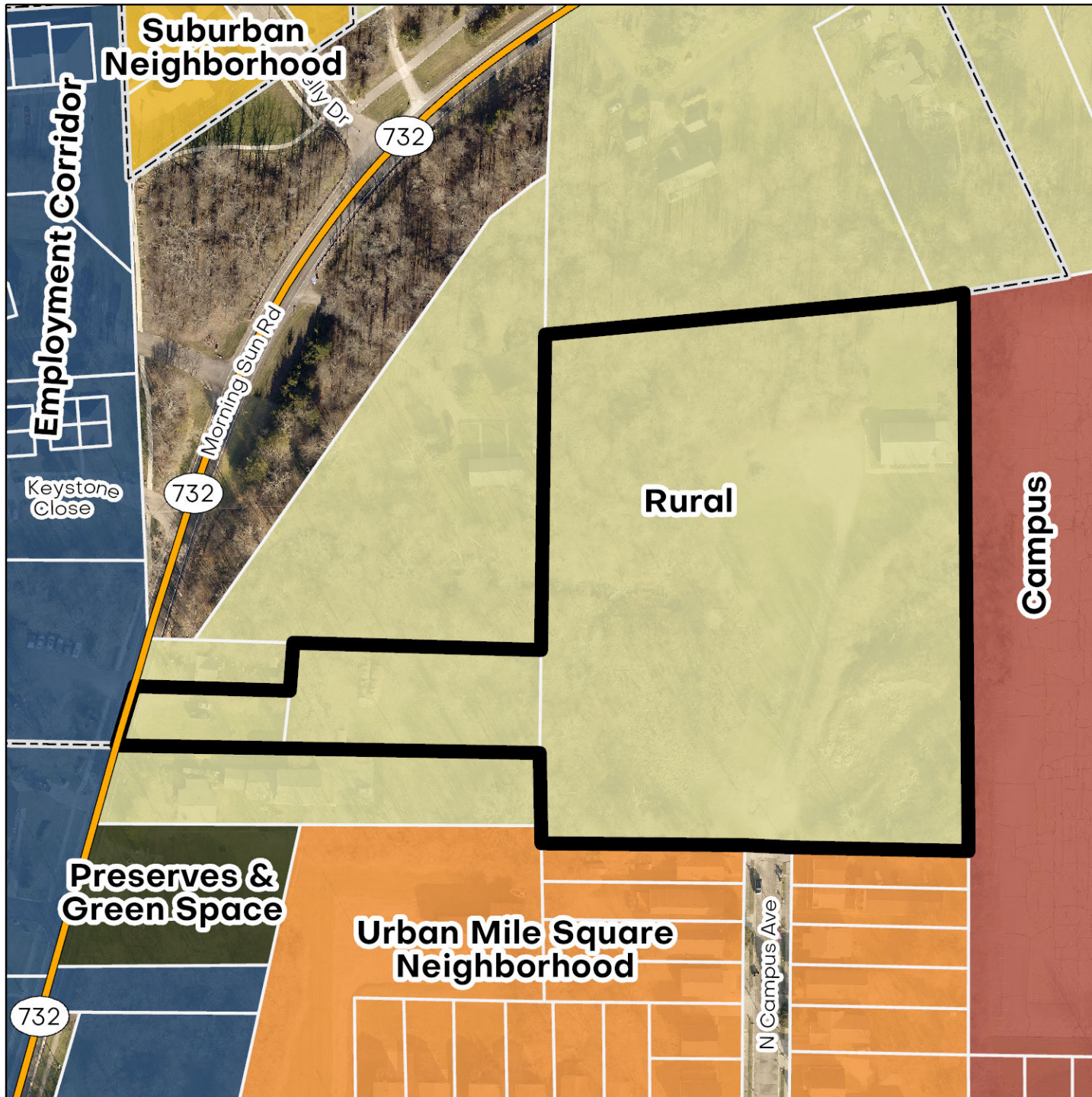
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 Feet

Date: 5/4/2023



The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats, or a professional survey.



525 N Campus Ave Property Exhibit

Future Land Use

-  Subject Site
-  Parcels (Butler Co Auditor)
-  US/State Highways
-  Oxford Corporate Limits

200
 Feet

Date: 5/4/2023



The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats, or a professional survey.

April 13, 2023

Michael B. Dreisbach

Director of Public Services
15 S. College Ave.
Oxford, OH 45056

RE: Written Service Request – WATER AND SEWER SERVICE

Dear Mr. Dreisbach,

On behalf of the owner/developer (OXFORD HOTEL GROUP LLC) of the proposed FAIRFIELD HOTEL BY MARRIOTT (North Campus Hotel) on a parcel at the northern terminus of Campus Avenue (as shown in the attached Site Development Plan), we are hereby requesting permission for connection to the Water and Sewer lines at said terminus of Campus Ave.

We understand that the subject parcel is located outside Oxford corporation limits and must follow the requirements of City of Oxford Codified Ordinance 921.39, Extension of Water Line Outside City Limits and Sale of Water for Use Outside City Limits, and also 923.39 Property Located Outside City for sanitary sewer. We will agree to not oppose annexation at some point in the future.

However, interestingly, the mains for water and sewer do not require extensions, per se. They are already to our property line and only require connection service.

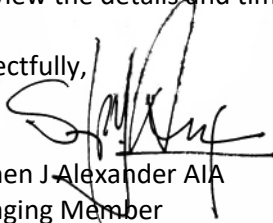
Our expected demand loads are as follows for our 92 room hotel, no restaurant or bar, no swimming pool:

1. Domestic Water (180 gpc x 92) __13,800 gpd max_at 100% occupancy__
2. Sanitary Sewer __same__
3. Fire service __6" dia water line 35 psi min.__

Our Civil Engineer is Bayer and Becker

Thank you for your assistance in this matter. If necessary we can attend a meeting in person or on-line to review the details and timeline.

Respectfully,


Stephen J. Alexander AIA
Managing Member

Cc:

Neal Burnett, Paul Page, Tony Page, Oxford Hotel Group LLC
Etta Reed, Mark Rosenberger, Bayer Becker
Scott Otto, PE City Engineer

\\\\TS1400DF62\\share\\A Projects\\Oxford Fairfield\\ADMIN\\Permits\\utilities\\FAIRFIELD hotel utilities service request letter.docx

From: Tim Cameron <tmc627@gmail.com>
Sent: Wednesday, May 24, 2023 9:46 AM
To: Sam Perry
Subject: Annexation/Zoning of 525 North Campus Ave

5258 Morning Sun Rd
Oxford, OH 45056

Re: Annexation/Zoning of 525 North Campus Ave and nearby plots (H3610026000034, H3610025000004, H3510025000006)

Dear City of Oxford Planning Commission and City Council:

Our home property shares a major border with the main property on North Campus Avenue cited above. (Our southern property line comprises most of the northern property line of the main plot.) These plots were recently re-zoned as B-3 in Oxford Township and the property owners and potential buyers are seeking Conditional Use approval for a hotel. The developer/buyer is also requesting water and sewer services from the City of Oxford for the proposed hotel.

As neighbors in an adjoining residential zone, we do not object to the stated purpose of developing a hotel on this property, but we would like the city to be involved in the design process. We concur with the recommendations of Planning Commission members and the Director of Community Development, which include:

- (i) require annexation of these plots, with an annexation agreement,
- (ii) set the zoning at the time of annexation, and
- (iii) pair the underlying zoning district with a Planned Development overlay in the annexation agreement.

These requirements will allow the city to have design conversations with the developers to secure the privacy of the residential neighbors on the north (township R-3), south (city R3MS), and west (city OI and township R-3) and to ensure the ecological protection of the aquifers and environmentally sensitive areas on these plots and abutting properties.

Thank you for your consideration.

Respectfully,

Timothy M. Cameron
Susan B. Cameron



Oxford Planning Commission
Community Development Department
15 South College Ave.
Oxford, Ohio 45056
513-524-5204

May 15, 2023

Dear Mr. Fehr,

On behalf of the Planning Commission for the City of Oxford, I am writing to share our thoughts on BZA23-07C concerning the properties of 525 N Campus Avenue, 5192 Morning Sun Road, and 5186 Morning Sun Road in Oxford Township that appear on the Butler County Board of Zoning Appeals agenda for May 16, 2023. These properties are part of a small panhandle of Oxford Township that is primarily surrounded by and directly borders the City of Oxford to the West, South, and East.

Our Commission has statutory responsibilities as the Platting Commission of our municipality and for the preparation of our Comprehensive Plan, as well as matters relating to the planning and physical development of our city. Specifically, we research and make recommendations to our Council on zoning for the whole of our City, Planned Unit Developments, and all Conditional Uses (under code and ordinance) including, but not limited to hotels.

While these parcels and their development have been in the County's process for several months, our Commission was provided with a letter from Mr. Stephen Alexander, dated April 13, 2023. It was on behalf of the owners, developers, and others related to the proposed Fairfield Hotel by Marriott (North Campus Hotel). This letter was to Mr. Dreisbach, the City of Oxford's Service Director asking for permission to connect to water and sewer lines under City of Oxford Codified Ordinances 921.39 and 923.39, both related to properties and processes for "outside" the City.

The last line of the same paragraph asking for water and sewer services under the regulations for parcels "outside" of the City is "We will agree to not oppose annexation at some point in the future." Rules, regulations, and processes for "outside" and "inside" the City are different and codified, as such.

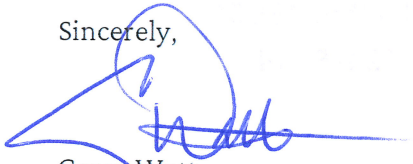
All hotels within the City of Oxford are Conditional Use and must go through said review and approval process. We believe the intent is and always has been for this property to be developed under the parameters of Butler County, which are different than the City of Oxford's, as a bypass to proper and appropriate channels.

While there are many players in this equation, it was abundantly clear at our May 9th meeting that the Planning Commission has zero interest in this parcel being annexed or provided any public utilities from the City of Oxford after the fact. We ask that you share this information with your Board of Zoning Appeals and that they act in a manner so this can be handled by the City of

Oxford, which is a key player that has not been properly engaged yet is expected to be the end recipient of this development.

Please let me know if you have any questions or need more information. Thank you for your time and what you do for our County!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Corey Watt', with a large, stylized initial 'C' and 'W'.

Corey Watt
Chair, Planning Commission
City of Oxford Ohio



MEMORANDUM
Community Development Department
513-524-5204

TO: City Council

FROM: Sam Perry, AICP
Director

DATE: May 31, 2023

MEETING DATE: June 6, 2023

RE: **Water and Sewer Service outside City Limits**
525 North Campus Avenue, 5.96 Acres – H3610026000034
Zoned B-3, Oxford Township
Proposed Use: 92 Room Hotel

Background

A request for water and sewer utility services has been submitted by the owner of a 5.96 Acre tract of land that abuts the Oxford Corporate Limits. The intent of the property owner is to allow a 92 room hotel development to proceed under the Butler County development process. On May 9, City staff had a discussion with the Planning Commission regarding this project. Individual Commission members commented positively about a hotel use at this property; however no vote was taken since no action had been requested by the development team or City Council. The Planning Commission Chair followed up by sending a letter to the County staff, stating that the City of Oxford should be involved in the development review process.

The City of Oxford can attach any conditions that it wishes to a utility connection agreement or it can deny a request. The purpose of this memo is to provide information to City Council regarding how the recently adopted Oxford Tomorrow Comprehensive Plan could address this type of request. A notable goal of the plan is **Goal U1-A1**: “Integrate utility upgrade & extension decisions with annexation, future land use and development decisions.” The Oxford Code under which the hotel developer is requesting the utilities (921.39) has not yet been reviewed by staff since the January 2023 adoption of the Comprehensive Plan.

Annexation

The recently adopted Oxford Tomorrow Comprehensive Plan recommends that careful attention is given to development proposals. This is highlighted in several goals. The Economy Chapter

Goal E5-A1 states: “Consider the tax benefits and other residual economic benefits when

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reviewing development proposals”. It also states that “Oxford should connect land use and fiscal policy for a sustainable and resilient future.” The Land Use Chapter **Goal L4-A2** states: “Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals.” It goes further to link the adequacy (or lack thereof) of public facilities to the merits of a particular annexation request. While a new annexation policy has not been formulated, the goals of the plan are clear. A consideration of impact on public services should be considered when land is added to the City. This same logic could also be applied to outside city utility requests, because those signify urban area expansion.

Based on the above goals in the plan, the City should consider the timing of an annexation in parallel with a land use discussion, not separate from a land use discussion. This is due to the fact that different land uses in different locations have different fiscal impacts on the community’s ability to provide services at a specific location at a sustained cost. A commercial or industrial use is generally a fiscal benefit to the City, while a residential use is generally a fiscal loss. Both are needed for a healthy community. The proposed hotel site abuts the existing corporate limits. The site design could impact the City’s existing services in different ways, depending on the final design. The current proposal is to not have access to a City street, which may be helpful for traffic and parking on North Campus Ave but may be more challenging for emergency access. Additionally, Oxford Fire and EMS will be providing service to the property, but are not part of the site plan or building permit review process. At this time, the proposed driveway connection to State Route 732 has not been approved by Ohio Department of Transportation. The typical City processes for this project would involve, the following general sequence. These processes take several months, which is not a desire of the development team.

- Annexation/Land Use/Zoning
- Conditional Use review/recommendation/approval
- Site Design Review
- Building Permit Review
- Construction

The development team would like to break ground summer 2023. The Butler County Conditional Use Permit and Building Permit have not been approved at this time.

Land Use

The newly adopted Future Land Use Map (FLUM) within the Oxford Tomorrow Plan intentionally did not recommend changes to most of the land outside the corporate limits. The reason was that the plan recommended that a joint land use policy be formulated first with surrounding jurisdictions (**Goal L4-A1**). This is why the FLUM lists the property as “Rural”. It does not mean that it is intended to stay this designation until the next major plan update. The plan can be revised at any time and should be revised to adapt to changing community needs. However, in this case, the plan was silent on the matter for this property. This means that the City can establish a land use designation. Ideally it would do that in discussions with the adjacent jurisdiction (Oxford Township). However, ideal timing situations do not always present

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themselves. The land use designation should ideally precede the zoning designation. However, the developer has indicated urgency for this project.

Zoning

The property was recently zoned to B-3 in Oxford Township. B-3 permits a variety of commercial uses. Land Use Chapter **Goal L1-A1** states: “Favor traditional, urban neighborhood qualities over conventional, auto-oriented designs.” The proposed site design at this point is a typical 3-story suburban-style hotel with surrounding parking, nestled into a partially wooded site. If the City Council agrees to provide utilities to this property, the proposed hotel (or another use) will likely be developed completely under the Butler County Zoning Resolution and Butler County building permit process. If the City later annexes the property into the Oxford corporate limits, a City zoning district can be established. However, the City zoning would be primarily symbolic in nature, because the development will have already happened. This is how Level 27 Apartments on Southpointe Parkway was developed. It was approved by Butler County, granted utilities through a development agreement, and then annexed later into the City of Oxford.

Transportation

The Oxford Tomorrow Plan’s Mobility Chapter Goal is “Safe and Efficient Travel for All Modes of Transportation. **Goal M2-A1** states that: “A new Transportation Plan should be adopted”. Although the most recent complete update was 2006, there are important points to highlight. The plan does not show any new roadways through the proposed project site. However, throughout the 2006 plan, there are statements about the lack of connectivity. Two Minor Collector roadways do terminate at or near this property. Is this an opportunity to gain some improved vehicular or pedestrian connectivity that does not currently exist? **Goal M2-A2** states that: “Access Management Regulations should be adopted”. The City of Oxford does not have its own separate access management regulations. Therefore, federal highway standards are used, as applied by the City Engineer. If a property is not annexed, then the ability of the City Engineer to influence the access management is limited. However, approving a utility connection could facilitate transportation connectivity sooner rather than later.

Housing

The subject property and other properties surrounding the proposed development site contain a variety of land uses: Single-family, Two-Family, Multi-Family, Church and University Athletic Parking. The Housing Chapter of the Oxford Tomorrow Plan includes **Goal H3**: “Protect existing naturally occurring affordable housing (NOAH)”. The immediately abutting properties to the south contain existing rental properties that are likely being rented at a lower rent than others Uptown. Rentals less than \$1,000/month were identified as a critical need in the 2020 Housing Needs Assessment. The approval of a utility connection would ideally have a neutral or positive impact on the living conditions and monthly rents of this existing neighborhood.

Natural Resources

Utilities Chapter **Goal U1** is to “Maintain and improve high quality public services”. Staff and surrounding property owners have identified that there has been filling and dumping of

construction debris on this property. This dumping may have contributed to an altered water flow, which will need to be evaluated. The development team is aware of this issue.

Conclusion

It is clear that there are benefits and risks to providing outside city utilities to this property owner. Benefits:

- facilitate potential job growth (if annexed later)
- improve connectivity/mobility
- resolve drainage issues

Risks:

- land use undefined by property owner
- less thorough review by Butler County development standards
 - neighbor concerns
- unknown fiscal impacts to existing City services



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Hill
DATE PREPARED:	5/31/2023
COUNCIL MEETING DATE:	June 6, 2023
AGENDA TITLE:	An Ordinance authorizing the tax budget for the year 2024 and directing that the same be transmitted to the Butler County Auditor. (Heidi Hill, Acting Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

This is the annual Tax Budget to be submitted for the coming year to the Butler County Tax Commission in accordance with requirements stipulated by the Ohio Revised Code. Approval by the legislative body is required by July 15th, and it is due to the County by July 20th.

The tax budget required for the County is essentially a preliminary budget estimate for next year. Beginning in August, we will undertake our normal detailed line-item budget analysis and preparation. We will spend approximately 3 months of intensive preparation on our detailed budget, and the final approved budget will then be submitted to the County Budget Commission to replace this preliminary estimate.

ORDINANCE NO.

ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2024 AND
DIRECTING THAT THE SAME BE TRANSMITTED TO THE BUTLER COUNTY
AUDITOR.

WHEREAS, the annual Tax Budget for the coming year shall be submitted to the Butler
County Auditor pursuant to the Ohio Revised Code Section 5705.30; and

WHEREAS, approval by the legislative body of each political subdivision is required
by July 15th of each year, and it is due to the county by July 20th of each year.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: The year 2024 tax budget, attached hereto as Exhibit “A” for the City of
Oxford, is hereby adopted, and the Finance Director is directed to transmit a copy of said budget
to the Butler County Auditor.

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)

City or
Village ofOxfordButler

County, Ohio

(Date)

June 202023

Year

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. **FAILURE TO COMPLY WITH SEC. 5705.30 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.**

To the auditor of said County:

The following Budget year beginning January 1, 2023, has been adopted by Council and is herewith submitted for the consideration of the County Budget Commission.

Signed _____

Title _____

Acting Finance Director

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED RATES**

For Municipal Use		For Budget Commission Use		For County Auditor Use	
FUND (Include only those funds which are requesting general property tax revenue)	Budget Year Amount Requested of Budget Commission Inside/Outside	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year	Outside 10 Mill Limit Budget Year
	Column 1	Column 2	Column 3	Column 4	Column 5
GOVERNMENT FUNDS					
GENERAL FUND	1,420,000				
SPECIAL REVENUE FUNDS	1,428,128				
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	2,848,128	0	0	0	0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

[illegible]

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - A

DESCRIPTION (1)	For 2021 Actual (2)	For 2022 Actual (3)	Current Year Estimated for 2023 (4)	Budget Year Estimated for 2024 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	1,341,235.00	1,337,195.57	1,295,159.00	1,295,159.00
10% Rollback & Homestead	101,865.00	105,124.25	104,841.00	104,841.00
Tangible Personal Property Tax	-	-	-	-
Municipal Income Tax	8,939,028.00	9,539,155.91	8,900,000.00	8,900,000.00
Other Local Taxes	219,722.00	277,535.21	255,000.00	255,000.00
Total Local Taxes	10,601,850.00	11,259,010.94	10,555,000.00	10,555,000.00
Intergovernmental Revenues				
State Shared Taxes and Permits	-	-	-	-
Local Government	497,264.00	549,328.12	497,000.00	497,000.00
Estate Tax	-	-	-	-
Cigarette Tax	890.00	720.10	800.00	800.00
License Tax	-	-	-	-
Liquor and Beer Permits	33,153.00	63,029.40	38,000.00	38,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	531,307.00	613,077.62	535,800.00	535,800.00
Federal Grants or Aid	-	-	-	-
State Grants or Aid	6,404.00	43,679.02	12,228.00	12,228.00
Other Grants or Aid	129,129.00	173,413.77	186,456.00	165,780.00
Total Intergovernmental Revenues	666,840.00	830,170.41	734,484.00	713,808.00
Special Assessments	-	-	-	-
Charges for Services	825,838.00	816,657.82	1,030,468.61	785,764.22
Fines, Licenses, and Permits	660,620.00	630,090.10	625,200.00	669,400.00
Miscellaneous	374,121.00	305,779.69	417,972.15	235,773.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	136,704.00	171,282.28	154,710.00	154,710.00
Advances	2,133,250.00	3,927,837.00	5,332,500.00	1,030,000.00
Other Sources				
TOTAL REVENUES	15,399,223.00	17,940,828.24	18,850,334.76	14,144,455.22

5,487,210.00

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - B

DESCRIPTION (1)	For 2021 Actual (2)	For 2022 Actual (3)	Current Year Estimated for 2023 (4)	Budget Year Estimated for 2024 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	4,468,013.00	4,759,107.00	5,136,694.00	5,136,694.00
Travel Transportation	-	-	-	-
Contractual Services	938,164.00	1,027,279.00	1,101,286.00	1,101,286.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Security of Persons and Property	5,406,177.00	5,786,386.00	6,237,980.00	6,237,980.00
Public Health Services				
Personal Services	-	-	85,493.00	85,493.00
Travel Transportation	-	-	-	-
Contractual Services	133,417.00	179,847.00	232,434.00	232,434.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	133,417.00	179,847.00	317,927.00	317,927.00
Leisure Time Activities				
Personal Services	1,182,184.00	1,216,255.07	1,377,199.00	1,377,199.00
Travel Transportation	-	-	-	-
Contractual Services	482,765.00	509,135.00	661,288.00	661,289.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,664,949.00	1,725,390.07	2,038,487.00	2,038,488.00
Community Environment				
Personal Services	643,850.00	666,995.00	702,152.00	702,152.00
Travel Transportation	-	-	-	-
Contractual Services	363,132.00	303,355.00	241,964.00	241,964.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	1,006,982.00	970,350.00	944,116.00	944,116.00
Basic Utility Services				
Personal Services				
Travel Transportation				
Contractual Services				
Supplies and Materials				
Capital Outlay				
Total Basic Utility Services	-	-	-	-

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - C

DESCRIPTION (1)	For 2021 Actual (2)	For 2022 Actual (3)	Current Year Estimated for 2023 (4)	Budget Year Estimated for 2024 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	939,003.00	1,056,577.00	1,101,117.00	1,101,117.00
Travel Transportation	-	-	-	-
Contractual Services	1,423,962.00	1,046,179.00	1,200,546.00	1,200,547.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total General Government	2,362,965.00	2,102,756.00	2,301,663.00	2,301,664.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	1,196,629.00	2,993,477.00	1,565,287.00	1,555,787.00
Advances	2,133,250.00	3,927,837.00	5,332,500.00	1,030,000.00
Contingencies	-	-	38,971.00	40,000.00
Other Uses of Funds				
Total Other Uses of Funds	3,329,879.00	6,921,314.00	6,936,758.00	2,625,787.00
TOTAL EXPENDITURES	13,904,369.00	17,686,043.07	18,776,931.00	14,465,962.00
Revenues over/(under) Expenditures	1,494,854.00	254,785.17	73,403.76	(321,506.78)
Beginning Cash Balance	6,859,786.00	8,354,640.00	8,609,425.17	8,682,830.02
Ending Cash Fund Balance	8,354,640.00	8,609,425.17	8,682,828.93	8,361,323.24
Rounding	(0.25)	0.84	1.09	-
Outstanding Advances to be repaid	-	-	-	-
Estimated Encumbrances (outstanding at year end)	198,662.86	72,373.19	-	-
Estimated Ending Unencumbered Fund Balance	8,155,976.89	8,537,052.82	8,682,830.02	8,361,323.24

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2024	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2024
GOVERNMENTAL: SPECIAL SERVICE:							
Street	515,423.54	1,122,113.00	1,637,536.54	842,837.00	279,476.00	1,122,313.00	515,223.54
State Highway Improvement	106,213.11	36,702.00	142,915.11		25,018.00	25,018.00	117,897.11
Community Development Block Grant	38,999.60	112,778.00	151,777.60		112,778.00	112,778.00	38,999.60
Community Development Block Loan	459,661.83	33,134.00	492,795.83		160,000.00	160,000.00	332,795.83
Parking Meter	361,382.99	799,120.00	1,160,502.99	478,232.00	203,401.85	681,633.85	478,869.14
Life Squad	9,952.22	255.00	10,207.22		15,000.00	15,000.00	(4,792.78)
Affordable Housing Trust	2,791.95	20,011.00	22,802.95		20,000.00	20,000.00	2,802.95
Law Enforcement Trust	32,509.20	12,204.00	44,713.20		27,146.09	27,146.09	17,567.11
Enforcement & Education	102,135.47	1,763.00	103,898.47		22,000.00	22,000.00	81,898.47
FEMA	0.00		0.00			0.00	0.00
Fire/EMS	836,380.26	2,253,762.00	3,090,142.26	2,245,642.00	737,899.00	2,983,541.00	106,601.26
OVI Task Force	(348,154.67)	450,000.00	101,845.33	59,355.00	390,645.00	450,000.00	(348,154.67)
South Pointe TIF District 1	294,005.27	291,623.00	585,628.27		266,167.00	266,167.00	319,461.27
South Pointe TIF District 2	8,714.05	7,419.00	16,133.05		6,763.00	6,763.00	9,370.05
South Pointe TIF District 3	12,511.54	11,129.00	23,640.54		10,148.00	10,148.00	13,492.54
South Pointe TIF District 4	12,402.16	11,102.00	23,504.16		10,125.00	10,125.00	13,379.16
South Pointe TIF District 5	12,827.36	11,049.00	23,876.36		10,072.00	10,072.00	13,804.36
OAT Property Tax Fund	174,101.08	1,046,956.00	1,221,057.08		1,050,000.00	1,050,000.00	171,057.08
Fire Loss Claims	0.00		0.00			0.00	0.00
Small Business Loan Fund	0.00		0.00			0.00	0.00
Local Coronavirus Relief	0.00		0.00			0.00	0.00
Coronavirus Local Fiscal Recovery Fund	15,344.42		15,344.42			0.00	15,344.42
Opioid Settlement Fund	13,833.35		13,833.35			0.00	13,833.35
TOTAL SPECIAL REVENUE FUNDS	2,661,034.73	6,221,120.00	8,882,154.73	3,626,066.00	3,346,638.94	6,972,704.94	1,909,449.79

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2024	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2024
DEBT SERVICE FUNDS							
Aquatic Center Debt Service Fund	0.00	306,550.00	306,550.00		306,550.00	306,550.00	0.00
Southpointe TIF Debt Service	0.00	305,775.00	305,775.00		305,775.00	305,775.00	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	612,325.00	612,325.00		612,325.00	612,325.00	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	1,572,002.95	326,114.00	1,898,116.95		326,114.00	326,114.00	1,572,002.95
Capital Improvement	(32,214.54)	380,502.00	348,287.46		380,502.00	380,502.00	(32,214.54)
Parking Lot Improvement	202,548.03	100,000.00	302,548.03		100,000.00	100,000.00	202,548.03
Municipal Facilities Capital Improvement	(737,056.51)		(737,056.51)			0.00	(737,056.51)
Oxford Area Trails Capital Improvement Fund	(0.00)	700,000.00	700,000.00	32,587.00	667,413.00	700,000.00	(0.00)
Aquatic Center Capital Improvement Fund	0.00	0.00	0.00		0.00	0.00	0.00
High St. Pedestrian Safety (MU) Capital Improvement Fund	0.00	0.00	0.00		0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	1,005,279.93	1,506,616.00	2,511,895.93		1,474,029.00	1,506,616.00	1,005,279.93
Special Assessment	0.00	258,706.00	258,706.00		258,706.00	258,706.00	0.00
TOTAL SPECIAL ASSESSMENT	0.00	258,706.00	258,706.00	0.00	258,706.00	258,706.00	0.00

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2024	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2024
PROPRIETARY: ENTERPRISE FUNDS							
Water Capital Equipment	188,055.43	112,040.00	300,095.43		112,040.00	112,040.00	188,055.43
Water Operating	4,021,646.02	2,791,756.00	6,813,402.02	1,635,833.00	1,155,923.00	2,791,756.00	4,021,646.02
Water Improvement	2,784,077.88	272,819.00	3,056,896.88		272,819.00	272,819.00	2,784,077.88
Water Capacity Benefit Fund NE	652,724.61	6,657.00	659,381.61			0.00	659,381.61
Water Capacity Benefit Fund NW	201,408.11	2,025.00	203,433.11			0.00	203,433.11
Water Capacity Benefit Fund SE	357,617.72	3,657.00	361,274.72			0.00	361,274.72
Water Capacity Benefit Fund SW	273,202.22	2,233.00	275,435.22			0.00	275,435.22
Sewer Capital Equipment	91,064.85	75,937.00	167,001.85		75,937.00	75,937.00	91,064.85
Sewer Operating	2,328,401.84	3,051,217.00	5,379,618.84	1,904,006.00	1,147,211.00	3,051,217.00	2,328,401.84
Sewer Improvement	887,841.11	107,413.00	995,254.11		107,413.00	107,413.00	887,841.11
Sewer Capacity Benefit Fund NE	519,179.09	5,308.00	524,487.09			0.00	524,487.09
Sewer Capacity Benefit Fund NW	197,570.58	1,986.00	199,556.58			0.00	199,556.58
Sewer Capacity Benefit Fund SE	520,512.64	5,322.00	525,834.64			0.00	525,834.64
Sewer Capacity Benefit Fund SW	142,659.62	898.00	143,557.62			0.00	143,557.62
Solid Waste	1,019,496.40	1,860,596.00	2,880,092.40	239,277.00	1,750,244.00	1,989,521.00	890,571.40
Stormwater Utility	37,500.11	30,519.00	68,019.11		30,000.00	30,000.00	38,019.11
Landfill Post-Closure	1,237,283.27	15,500.00	1,252,783.27		1,200.00	1,200.00	1,251,583.27
TOTAL ENTERPRISE FUNDS	15,460,241.50	8,345,883.00	23,806,124.50	3,779,116.00	4,652,787.00	8,431,903.00	15,374,221.50

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2024	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2024
INTERNAL SERVICE FUNDS							
Internal Service Fund	60,510.46	268,814.00	329,324.46		308,814.00	308,814.00	20,510.46
Employee Benefits Fund	209,486.88	2,317,095.00	2,526,581.88		2,370,792.00	2,370,792.00	155,789.88
TOTAL INTERNAL SERVICE FUNDS	269,997.34	2,585,909.00	2,855,906.34	0.00	2,679,606.00	2,679,606.00	176,300.34
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
Board of Building Standards Fund	0.00	6,900.00	6,900.00		6,900.00	6,900.00	0.00
Hotel Tax Agency Fund	0.00	255,000.00	255,000.00		255,000.00	255,000.00	0.00
TOTAL TRUST AND AGENCY FUNDS	0.00	261,900.00	261,900.00	0.00	261,900.00	261,900.00	0.00
TOTAL FOR MEMORANDUM ONLY	19,396,553.50	19,792,459.00	39,189,012.50	7,405,182.00	13,285,991.94	20,723,760.94	18,465,251.56

BUDGET YEAR

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Exhibit III - Bonds & Notes